

Nursing Facility: a nursing home facility licensed and certified for participation in the Medicaid Program by the State of Maine.

Owners: Owners include any individual or organization with 10% equity interest in the provider's operation and any members of such individual's family or his or her spouse's family. Owners also include all partners and all stockholders in the provider's operation and all partners and stockholders or organizations which have an equity interest in the provider's operation.

Per Diem Rate means total allowable costs divided by days of care. The prospective per diem rate, as described by days of care for Medicaid recipients, will determine reimbursement.

Policy Planning Function: The policy-planning function includes the policy-making, planning and decision-making activities necessary for the general and long-term management of the affairs of the facility, including, but not limited to the following:

- The financial management of the facility.
- The establishment of personnel policies.
- The planning of resident admission policies.
- The planning of expansion and financing thereof.

Prospective Case-Mix Reimbursement System: A method of paying health care providers rates that are established in advance. These rates take into account the fact that some residents are more costly to care for than others.

Reasonable costs are those which a prudent and cost-conscious buyer would pay for services and items that are essential for resident care and activities at the facility. If any of a provider's costs are determined to exceed by a significant amount, those that a prudent and cost-conscious buyer would have paid, those costs of the provider will be considered unreasonable in the absence of a showing by the provider that those costs were unavoidable.

Related to Provider: Related to the provider means that the provider to a significant extent is associated or affiliated by common ownership with or has control of or is controlled by the organization furnishing the services, facilities, and supplies.

Stand Alone Nursing Facility: a facility that is not physically located within a hospital.

Straight-line method: Under the straight-line method of depreciation, the cost or other basis (e.g., fair market value in the case of donated assets) of the assets, less its estimated salvage value, if any, is determined first. Then this amount is distributed in equal amounts over the period of the estimated useful life of the asset.

Total Resident Census: Total number of residents residing in a nursing facility during the facility's fiscal year.

APPENDIX B

Supplies and Equipment provided to a recipient by a NF as part of regular rate of reimbursement are listed in Maine Medical Assistance Manual, Section 67, Chapter II.

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APPENDIX C:

CERTIFIED NURSES AIDE TRAINING PROGRAMS

Principle. Effective for CNA training programs beginning on or after January 1, 2001, the median plus 10% of costs per student paid by the Department for state fiscal year ending in 1998 to qualify individuals as certified nurses aides is reimbursable under the Maine Medicaid Program. These programs must be conducted in accordance with the requirements of the Maine Board of Nursing for education programs for nurse's aides. To be allowable these programs must be conducted within a licensed nursing facility within the State of Maine or under contract with an educational institute whereby the classroom instruction may be provided in the educational facility, but the supervised clinical experience must be within the licensed nursing facility receiving reimbursement under the "Principles of Reimbursement for Long-Term Care Facilities".

Definitions

1. Allowable Programs. All CNA programs must be approved by the Department of Educational and Cultural Services in order for a nursing facility to be reimbursed for a CNA training program.

The Department will reimburse for the number of courses needed to meet the facility's needs, or the needs of a group of facilities on a prorated basis, which is expected to be no more than three CNA courses per year, unless it is found that three courses is not enough to meet the facility's needs. However, costs for classes of four or fewer students will be allowed no more than twice a year.

2. Allowable Costs.

- a) qualified instructor for classroom instruction and clinical instruction, not to exceed 150 hours.
- b) instructor preparation time, not to exceed 15 hours.
- c) additional clinical instructor time when number of students in program exceeds 10.
- d) one "Train the Trainer Program" per facility per year.
- e) training materials, books and supplies necessary for providing the CNA program.
- f) liability insurance
- g) competency examinations, if Department of Educational and Cultural Services no longer provides the competency examinations.
- h) administrative overhead expenses shall be limited to 10% of the total allowable CNA training budget.

The cost per student cannot exceed the cost of tuition in a program offered through the Department of Education and Cultural Services that is reasonably accessible. If it is determined that any of the CNA training programs offered by a facility has not met or does not presently meet the requirements of the Maine Board of Nursing or is not an approved program through the Department of Educational and Cultural Services and the Department of Professional and Financial Regulation, the Department will initiate action to recoup all reimbursement.

All income received from these programs must be used to reduce the overall cost of the programs.

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Reimbursement. In order for a nursing facility to be reimbursed for conducting an approved CNA training program, the facility must submit a formal request for reimbursement to the Director of the Bureau of Medical Services, 11 State House Station, Augusta, Maine, 04333-0011. All requests must be received by the Department before the end of the facility's current fiscal year in which the CNA program began. Any request that is not received before the end of the facility's current fiscal year in which the CNA program begins will not be considered as an allowable cost under the Maine Medicaid Program.

All requests must include:

1. A completed schedule "Request for Budget Approval" available from the Bureau of Medical Services.
2. Copies of the letters of intent to employ for non-employees participating in the training program.
3. Copy of the Department of Education "Notice of Status" letter.

The Department will reimburse a nursing facility the median plus 10% of costs per student paid by the Department for state fiscal year 1998 for CNA training. The allowable cost of approved CNA training programs conducted at a nursing facility will not be included in the calculation of the facility's prospective rate, but will be reimbursed in a lump sum payment upon approval by the Bureau of Medical Services.

The Division of Audit will audit all CNA training costs at the time of the facility's final audit. Therefore it is very important that the facility maintain accurate records of the CNA training programs conducted by the nursing facility.